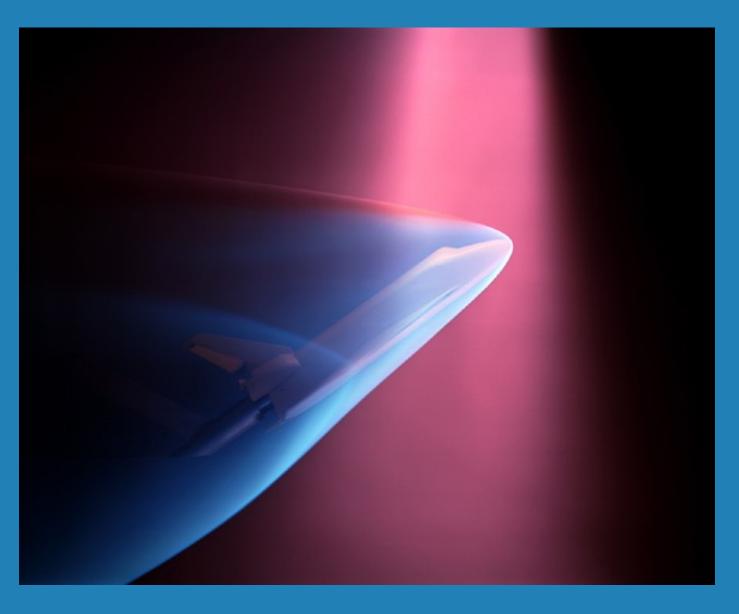
## Presentations

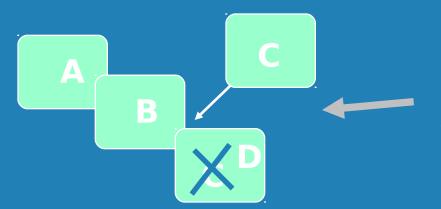


### Presentations Have Several Advantages Over Documents

1. You Can Make Your Work Come Alive For The Audience







2. You Can Read Your Audience and React

3. As The Presenter, You Receive Instant Reaction To Your



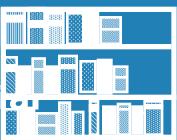
### **But, Presentations Also Have Several Disadvantages**

1. The Speaker Has A Limited Chance To Catch Errors That They Make



2. The Audience Can Not Reread Any Text.
They Have One Chance To Hear The Material

3. The Audience Cannot Look Up Background Mater or References



## To Begin Preparing A Scientific Presen Start By Analyzing Your Constraints

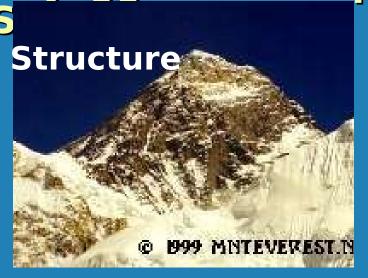
- 1. Audience
- 2.Purpose
- 3.Occasion

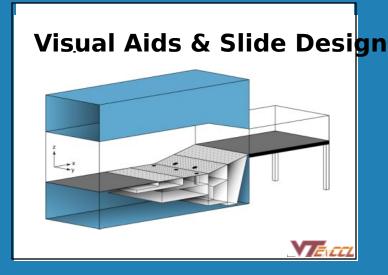


You Can Approach These Constraints As You Would When Writing Your Document. Be Sure You Address All Of The Important Issues Of Each One As Previously Discussed.

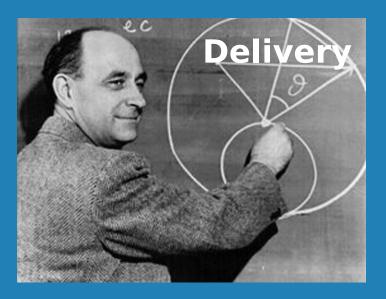
In A Scientific Presentation, You Have

To Juggle Four Aspects Of



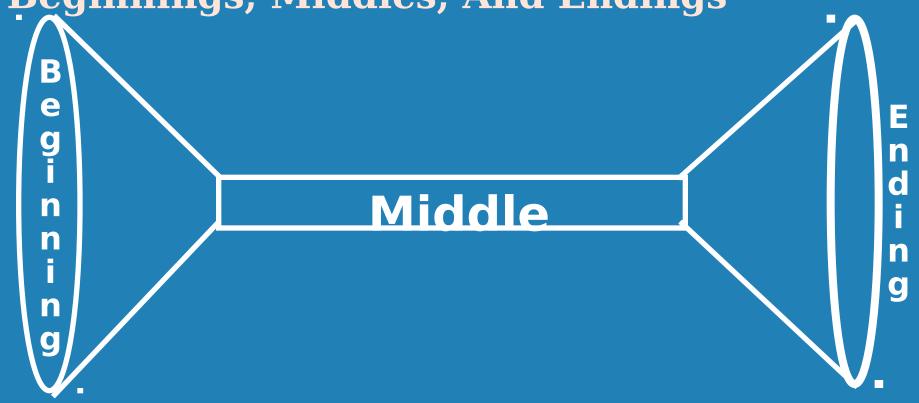






#### I. Structure

As With Documents, The Structure Of Presentations Should Have Clear Beginnings, Middles, And Endings



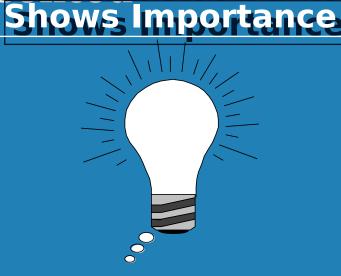


#### Beginnings Prepare The Audience For The Work To Be Presented

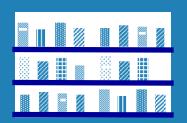


**Defines Work** 

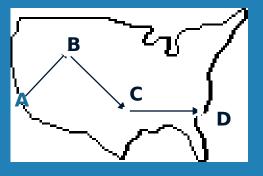
Work = A + B



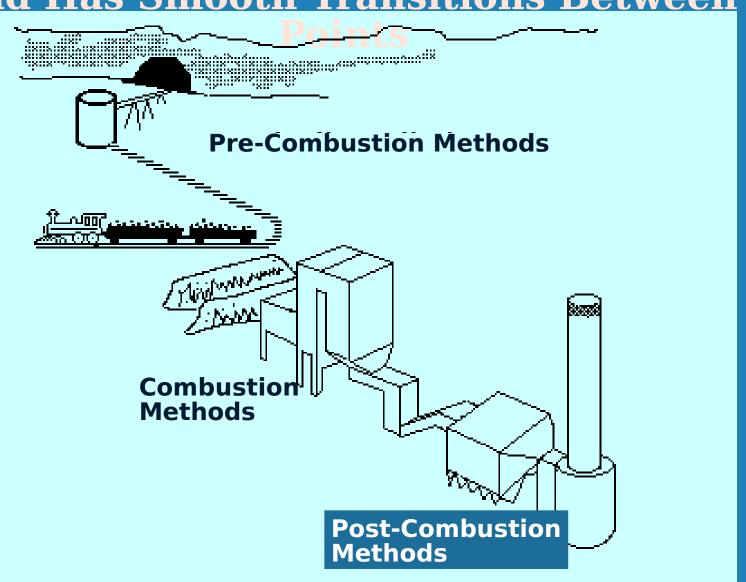
**Gives Background** 



Maps Presentation



#### The Middle Presents The Work In a Logical Order And Has Smooth Transitions Between



# The Ending Summarizes The Main Points And Places Them In The Big Picture

Point

Point

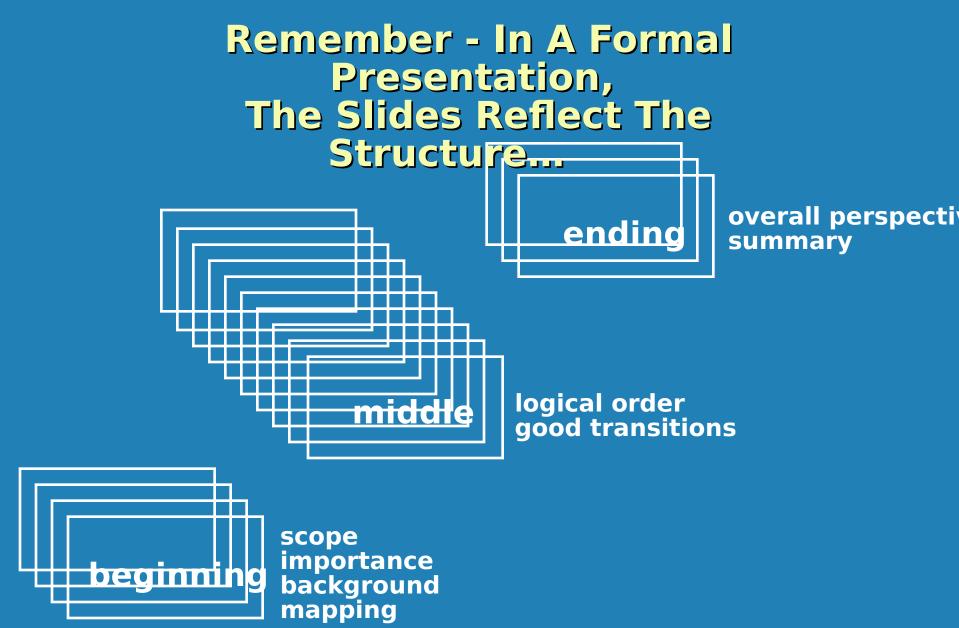
Point

Point

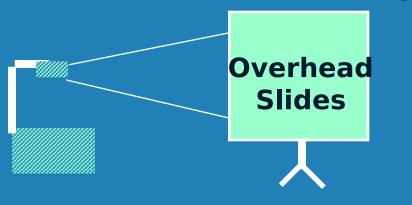
Point

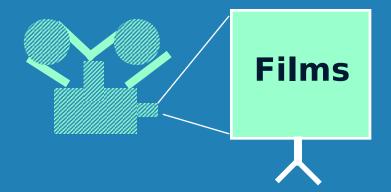
SUMMARY

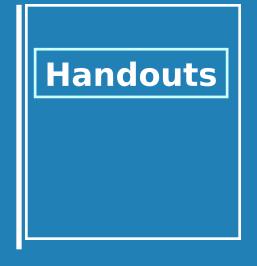


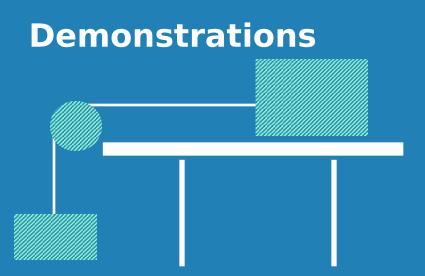


## ...And Your Scenery And Props Serve As Your Supporting Cast



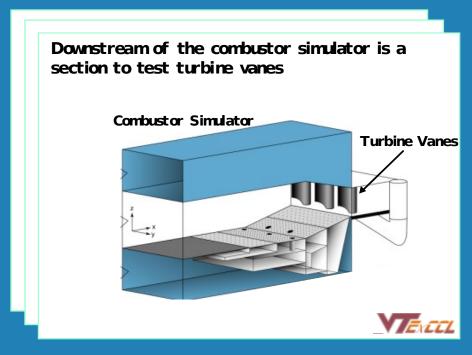






### II. Visual Aids & Slide Design





### Audiences Remember More When You Use Well-Designed Slides

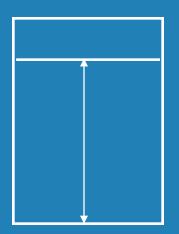


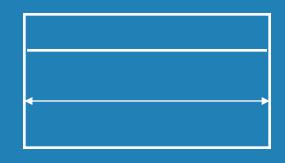




#### No Matter What Type Of Projection You Use, You Must Make Certain Decisions

What Format
To choose?
What Style Will
Work Best For My
Presentation?

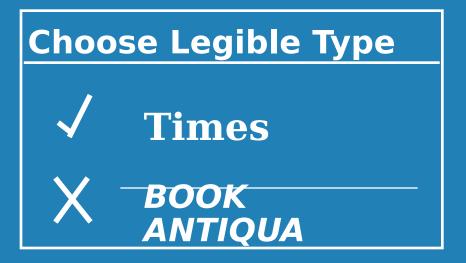


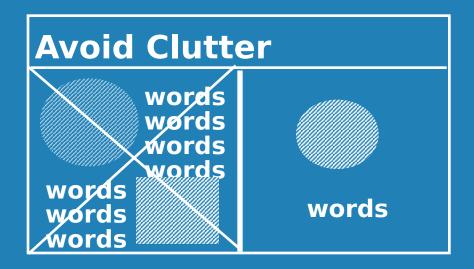


What Information To Include? What Information To Leave Out?



## Choose A Format That Is Professional





## Color Can Distinguish A Presentation

## Color Affects How Fast The Audience Can Read

The Color Combination That Is Read Most Quickly Is Black On Yellow...
But It Is Not Very Attractive To The Eye

## Color Affects How Fast The Audience Can Read

What Is Important Is That The Combination Has Contrast—The One On This Slide Does Not

## Color Affects How Fast The Audience Can Read

Combinations Of Red, Green, And Brown Are Difficult For Many People to Read

## Color Can Affect The Emotions Of The Audience

Avoid Having A Hot Color Such As Red Or Orange As Your Background Color

# Headline/Body Formats Orient The Audience. You Can Use The Slide Wizard In PowerPoint For Different Formats

Headline

**Use A Headline That Succinctly States The Idea Of The Slide** 

**Body Supports With Words** 

words words

Body

**Body Supports With Images** 



## Include Slides That Accent Important Details

**Images** 



**Neil Armstrong** 



The World Is Warming

1988
Six warmest
years of the century
1983
1981
1980
1986



**Results** 

Include Slides That Show Organization

**Beginning** 

Title

Introduction

Topic A
Topic B

Middle

Topic A

A

Topic B

В

**Ending** 

**Conclusion** 

Summary of A and B

### **Exclude Details That The Audience Does Not Need Or Cannot Remember**

#### **Avoid Filler Information**

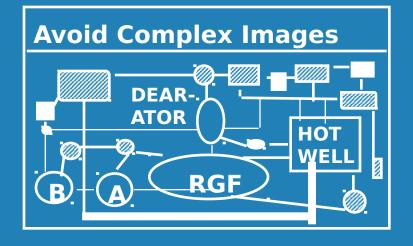
Roentgen discovered x-rays in 1895. He found that a cathode-ray tube produced fluorescence in a distant platinum-barium-cyanide screen.

#### **Avoid Complex Math**

$$(x + 2) \ln x$$
  
 $(x + 1) (x-1)$ 

#### **Avoid Long Lists**

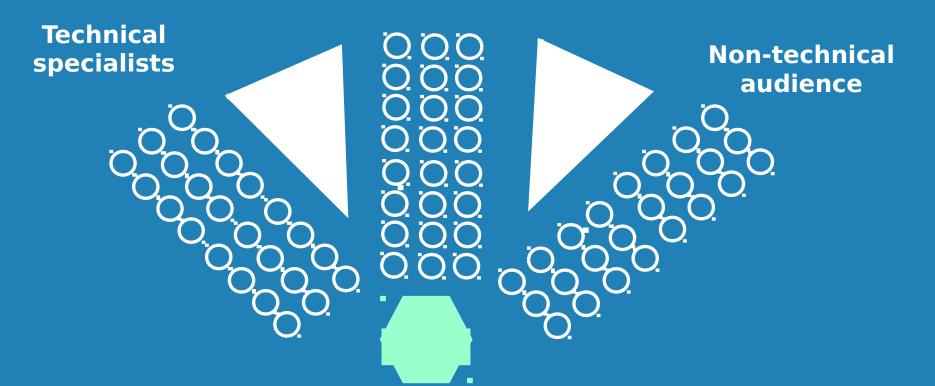
- Corrosion
- Acid rain
- Toxic materials
- Pulsed combustion
- Energetic materials
- Pyrogenic materials
- Smoa



### III. Speech

## Audience, Purpose, and Occasion Determine The Appropriate Speech To Give... Pick What Is Good For YOUR

Audience
General technical
audience



#### You Have Several Choices For How You Deliver Your Speech... Pick The One YOU Are Most Capable Of

**Memorizing the Speech** 

- + allows eye contact
- difficult for long speeches does not sound natural
- room for precision errors no room for improvising
- no room for improvising hinders eye contact

Winging It

- + sounds natural
- has much room for error

**Speaking From slides** 

**Reading From a Text** 

- + insures organization
- or+ allows eye contact
  - + allows improvising
  - some room for error

### IV. Delivery

Delivery Is The Speaker's Interaction With The Audience
Voice Movements Stage Presence



## When Delivering Your Speech...

- Try And Use Attention Getting Devices
- Watch The Audience For Their Reactions... If They Are Falling Asleep, Try And Be More Dynamic
- Don't Drone On... Change The Tone And Pitch Of Your Voice
- Remember... Enthusiasm Is Contagious.
   If You Are Excited, Your Audience Will
   Most Likely Be More Interested!



### In Summary...

- Be Sure To Capitalize On The Advantages That A Presentation Offers
- Look At Your Constraints Before Starting To Make Your Presentation
- Follow The Rules Of Structure For The Beginning, Middle, And Ending
- When Designing Your Slides, Make Them Professional, Organized, And Easy To Read With Good Visualizations
- Chose The Type Of Delivery For Your Speech That Best Suits Your Presentation
- Keep Your Delivery Interesting And Energetic So That You Catch The Audiences Attention